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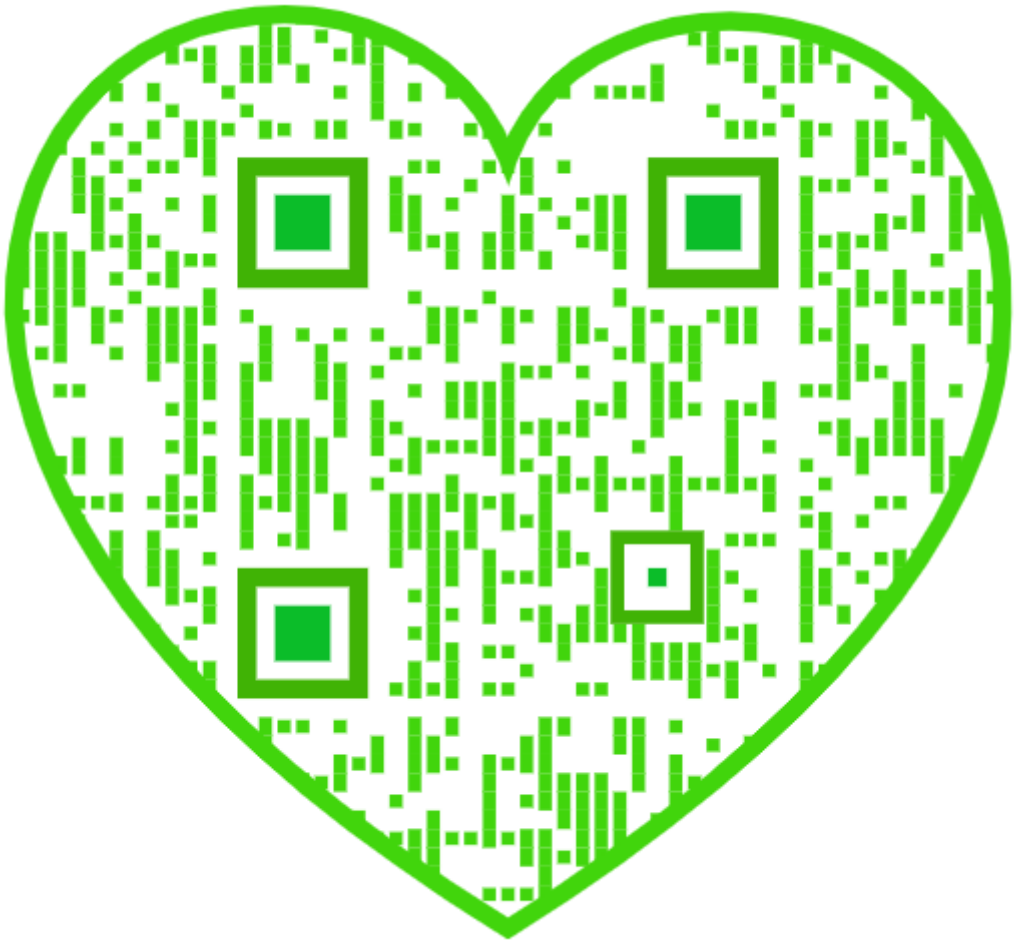
Dement's Aristography.



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Aristography

Dedication.

I dedicate this book to my old and tried friend, John Collins, of Dayton, Ohio, in acknowledgment of his many good qualities and his helpful suggestions during the production of this book.

ISAAC S. DEMENT.

Chicago, August, 1905.

Aristography

By

Isaac S. Dement

Author of Dement's Pitmanic Shorthand,
Dement's Dictators, Etc.

A system of shorthand writing combining the principles of straight joinable and insertable vowel strokes and curved consonant strokes, both being subject to similar general rules of hooks and length.

Second Edition – Revised

Chicago
Dement Publishing Company
1905

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Preface.

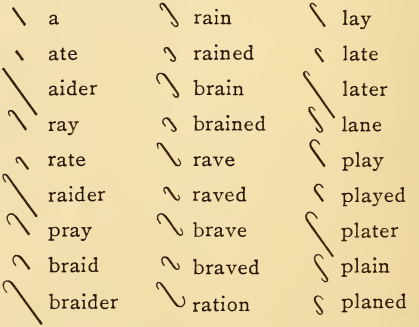
Aristography is a system of shorthand writing in which the vowels play as important a part as do the consonants.

It should not be confused with "joined vowel" systems; for, while the vowel signs are joinable, they also are subject to all the rules of cumulation given to the consonant signs, with a few rules distinctly their own; that is, a vowel sign may receive hooks and may be shortened or lengthened, just as a consonant sign may.

In joined vowel systems, the vowels have no greater power than that of being joinable; words containing consonants cannot be completely represented in such systems by the vowel signs alone. Whereas, in Aristography, a majority of the small and many large words in the English language may be completely represented by the vowel signs with the aid only of the cumulation principles.

By *cumulation* is meant the representing of consonants or syllables by hooks and variation in length.

To illustrate the vowel power of Aristography, below is given a list of words all *written with a single vowel stroke* as a base, showing how the cumulation principles are applied to the vowel signs. It should be observed that the sounds in the words in this list are all present in the shorthand outlines for them. The vowel sign used is that assigned to the long sound of *a*, as in *lay*.



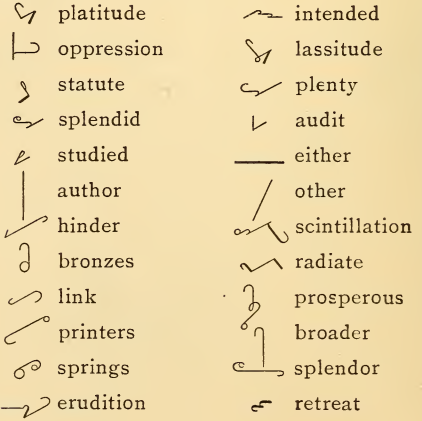
With the simple addition of the signs for the consonants *s* and *st*, the list is greatly lengthened.

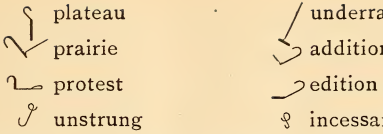
The above lists are not at all complete, it being possible to add many more words to them, especially plurals and derivatives; but they are full enough to prove of interest. And, too, some hooks that are applied to other vowel signs are not applicable to this particular vowel sound; notably the *nk- or ng-hook* and the *sn-hook.*

When it is remembered that, in the two preceding lists of words, but *one vowel* has been used and only *one sound* of that

vowel, and that the signs for the various sounds of the other vowels, *e*, *i*, *o*, and *u*, have not been used, some slight idea of the vowel power of Aristography will be gained.

To further illustrate the power of the vowel signs when subjected to the principles of cumulation as set forth in Aristography, the following short list is presented, in which *all the sounds* in the words given *are present* in the outlines, without the use of a *single* consonant stroke.





There are some words in which the consonant sounds so predominate that the vowels may be entirely omitted from their shorthand representations, and, where such treatment produces a more facile outline, Aristography permits the insertion of vowels in such cases.

Thus, Aristography presents the unique feature of vowels that are both joinable and insertable and which are subject to all the rules of cumulation given to consonant strokes.

It has been too thoroughly demonstrated to need argument here that light and heavy strokes and writing those strokes in various vowel positions are elements of speed and not speed-retarding elements. Hence, light and heavy pairs are used in Aristography, and vowel positions are given which are available, but not compulsory.

It would also be logical in Aristography to indicate consonants by positioning the vowel signs; but the adoption of such a principle would add a complexity of doubtful value.

Aristography, then, presents, among others, the following unique features, all of great value:

1. Joinable vowel strokes.
2. Vowel strokes all straight.
3. Consonant signs all curves.
4. Vowel and consonant signs each subject to similar rules of cumulation.
5. Insertable vowel signs.
6. Vowel positions for consonants.

Another special feature in Aristography is the reading of forms, which proceeds always forward—never backward; i. e., an initial hook is read initially; a final hook is read finally; if a stroke with a hook is shortened, the letter added by the shortening is read *after* the hook; if a stroke with a hook is lengthened, the syllable added by the lengthening is read *after* the hook.

A very commendable feature in Aristography is the ease of inserting a vowel, it being simply shortened and placed on the proper side of the consonant stroke it precedes or follows. That this is a decided gain will not be denied.

All other systems of shorthand writing are confined to consonant strokes in constructing word-signs. Aristography has both consonant and vowel strokes to select from, and its vowels take hooks and length. This is a strong point in favor of legibility.

But the power of expression in Aristography is so great that less than 170 word-signs and only about 100 contractions are given, which is a less number by over one-half than is usually present in other systems.

There are two classes of words in the shorthand representation of which any detached vowel system places an extra strain on its writers, i. e., words whose first or last sound is a vowel. A great amount of labor and ingenuity has been

spent in devising various principles to avoid the difficulty here presented, which principles are seldom fully mastered by the average student.

There is no such difficulty in Aristography; for the initial and final vowels are at hand ready for instant and facile use.

In Lesson Twelve will be found all the really useful reporting expedients, and in the preface to the notes of testimony, some valuable hints are given on court work.

The student should use a medium soft pencil—a No. 2—until he has reached a fair speed in shorthand. He should then get a good fountain pen—the Parker is a very reliable pen—and use it in alternation with a pencil until he can use either with comfort. It is hard work to get up speed with a pen.

Remember that the pencil must always be sharp; hence, the student should always have a supply of sharp ones on hand.

Part One

Theory

Points to the Student.

1. Copy each Reading and Writing Exercise at least ten (10) times, making the notes as perfectly as you can.

2. Then take both Exercises from dictation, increasing the speed each time they are dictated, until you attain a speed of at least seventy-five (75) words per minute. Try to reach a rate of one hundred words per minute.

3. Then, take the next lesson.

4. When copying, make the very best notes you can.

5. Keep your pencil sharp.

6. As the Reading and Writing Exercises contain no forms that need be changed hereafter, you should learn them all thoroughly now; so that, by the time you have finished the book, you will have a great number of them ready for instant use.

7. Do not refer to the Key, except as a last resort.

Aristography.

Lesson One.

Vowels.

Written downward.

represents the sound of *a* in *mat*

 " " " " *a* " *mate*

 " " sounds " { *a in ah, all* / *o* " *not, nor*

 " " sound " *o in note*

 " " " " *u* " *cut*

 " " sounds " { *u in cute* / *oo* " *foot, fool*

Written from left to right.

represents the sound of *e in met*

" " " " *e* " *meet*

Written upward.

 represents the sound of *i in bit*

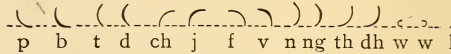
 " " " " *i* " *bite*

Dipthongs.

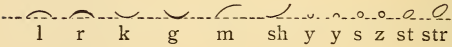
† represents the sound of *oi* in *foil*

ǂ " " " " *ou* in *foul, fowl*

Consonants.



p b t d ch j f v n ng nk th dh w wh h



l r k g m sh y y s z st str ss

The heavy sign *dh*, represents the heavy sound of *th* as in *writhe*, *the*, etc.

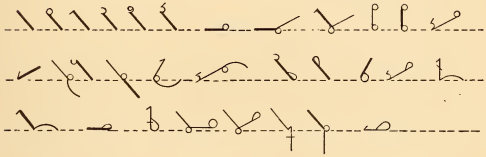
The sign for *h* may be written upward or downward.

The signs for *m* and *sh* are always written upward.

The consonant signs for *w*, *h*, *y*, *s*, *z*, *st*, *str* and *ss* are joined to the strokes in the most convenient way. Where two signs are given for one consonant, the one should be selected for joining which makes the sharpest angle with the stroke to which it is joined.

A circle or loop, whenever possible, should be so joined as to form part of the stroke, as illustrated in the Reading Exercise following:

Reading Exercise No. 1.



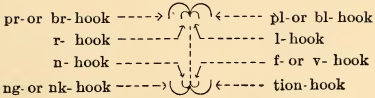
It will be noticed that the circles and loops on single strokes are placed on the *right side* of *downward*, on the *upper side* of *upward* and *horizontal* strokes (this is called the *circle side* of vowels) and *inside* of curves, and that when the *circle* is used *between two strokes* it is placed in the *most convenient* position. Between a *straight* and a *curved* stroke, the *circle* is placed *within* the curved stroke. A loop cannot be used in this way between strokes. Its proper use will be illustrated later.

Writing Exercise No. 1.

Owe sew hoe woe sweep why ace icy wheezy sues says size hew ask yaw essay hasp whisk ism stow west hazed oil hall oyster assizes hisses Esau Esther.

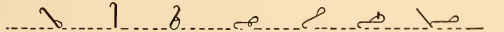
Lesson Two.

Hooks on vowels.



R-hook.

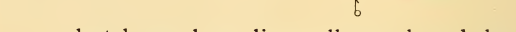
The *r-hook* is a *small initial* hook on the *left side* of *downward* and on the *lower side* of *horizontal* or *upward* vowels. (This is called the *r-hook* side of vowels.) The vowel in the *ster* may be shortened and struck through the loop, as shown in the form for *restore* in the following illustration. The hook is *read before the stroke.*



raced row roosters rests wrist restore arrest raised

L-hook.

The *l-kook* is a *small initial* hook on the *circle side* of vowels. It is *read before the stroke.*



last losses lease lists allows released slay

Pr- or br-hook.

This is an *enlarged r-hook*, thus *prefixing p* or *b* to the *r* represented by the hook. (This hook may be made heavy when it represents *br.* This is seldom necessary.)

pray brew breeze priest oppressed press

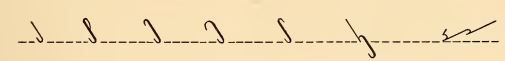
Pl- or bl-hook.

This is an *enlarged l-hook*, thus *prefixing p* or *b* to the *l* represented by the hook. (This hook may be made heavy when it represents *bl.* This is seldom necessary.)

play blows blew please replace splash

N-hook.

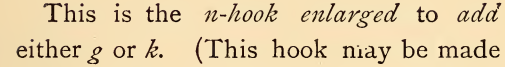
This is a *small final* hook on the *r-hook side* of vowels. It is *read after the stroke.*



Ann stain rain brain lane arraign whinny

Ng- or nk-hook.

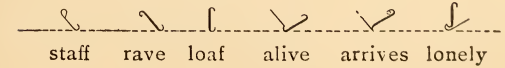
This is the *n-hook enlarged* to *add* either *g* or *k.* (This hook may be made heavy when it represents *ng.* This is seldom necessary.)



link long hung stung wrong

F- or v-hook.

This is a *small final* hook on the *circle side* of vowels *opposite* to the *n-hook.* It is *read after the stroke.*



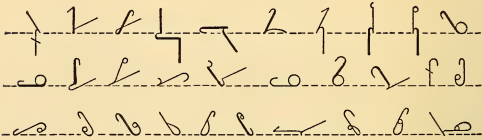
staff rave loaf alive arrives lonely

Tion-hook.

This is a large *final hook* on the *circle side* of vowels opposite to the *n-hook*. It is *read after the stroke.*

stations orations oceans recision

Reading Exercise No. 2.



When a circle immediately follows a small loop, it is placed on the opposite side of the stroke, but when a circle follows a large loop, it is placed within the loop. (See three last illustrations above.)

Writing Exercise No. 2.

Hero wary highly arose lassie Ella harrow hallow Willie yarrow roses rally sin presses blisses repress brow lank wings prongs sings oceans Prussians sleeve lovely looney waveless sanely lasts roasters blusters.

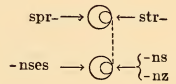
Lesson Three.

Circles in Place of Hooks.

The substitution of a circle for a hook indicates the presence of that hook.

When a circle precedes or follows a hook on the circle side of vowel strokes, the circle must be placed within the hooks.

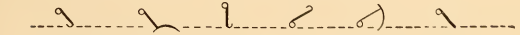
The circle should be made small enough to go within without enlarging the hook.



The dotted line in the above illustration represents any vowel stroke.

Str-

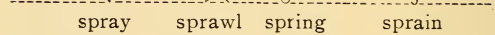
By substituting *s* for the *r-hook*, *st* is *prefixed* to the *r* thus indicated.



strain strainer strove strive striven stray

Spr-

By substituting the *large circle* for the *pr-hook*, *s* is *prefixed* to the *pr*.



spray sprawl spring sprain

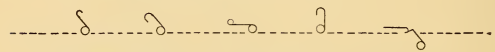
-ns, -nz.

By substituting *s* for the *n-hook*, *s* is *added* to the *n*.

brains stones sense essence prince sprains

-nses.

By substituting *ss* for the *n-hook*, *ses* is *added* to the *n-hook*. The *ss* cannot be substituted for the *ng-hook*.



lances prances senses bronzes enhances

Loops in place of n-hook.

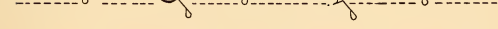
The loops may be substituted for the *n–hook.*

A loop cannot be placed *within* any hook.

The dotted line in the above illustration may indicate any vowel stroke.

-nst, -nzd.

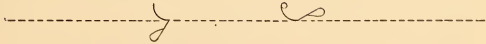
Substituting *st* for the *n-hook, adds st* or *zd* to the *n.*



lanced glanced bronzed enhanced pranced

-nster.

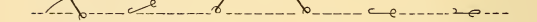
Substituting *str* for the *n-hook, adds ster,* to the *n.*



punster spinster

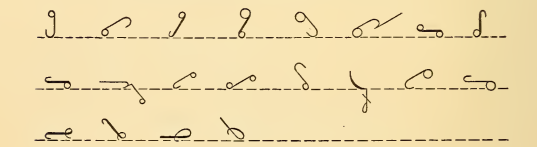
An *n* following a *circle* or *loop* is represented by a *small back-hook*, turned on the side of the stroke opposite the one on which the circle is placed. This hook should not project beyond the end of the stroke on which it is made. The vowel in the syllable need not be shown.

The use of this hook is not confined to vowels; it may be used on any stroke.



mason listen loosen hasten lesson Weston

Reading Exercise No. 3.



Writing Exercise No. 3.

Strung stringy strew sprung since prance seines sons roans lens hens pounced rinsed bounces stanzas rosin western lessen arisen season stray.

Lesson Four.

Hooks on Consonants.

The hooks on consonants can, of course, only be placed within the curve.

There are but four hooks attached to curves, the *r-hook*, (a small initial hook), the *l-hook* (a large initial hook), the *n-hook* (a small final hook), and the *tion-hook* (a large final hook).

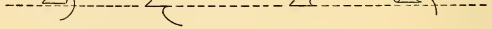
The dotted curved line may indicate any consonant stroke.

R-hook.

The *r-hook* on consonants is a *small initial* hook and is *read before the consonant.*

L-hook.

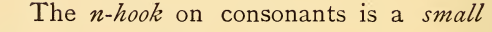
The *l-hook* on consonants is a *large initial* hook and is *read before the consonant.*



health help helm self

N-hook.

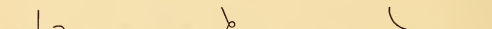
The *n-hook* on consonants is a *small final* hook and is *read after the consonant.*



hearken broken gallon earn

Tion-hook.

The *tion-hook* on consonants is a *large final* hook and is *read after the consonant.*



auction assertion portion

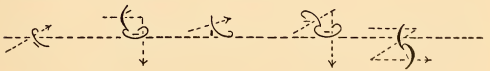
Inserted Vowels.

The vowel signs may be made very short and placed beside strokes, when it is inconvenient to join them or the form is much improved by their omission.

In the following illustrations observe the direction of reading inserted vowels. It is shown by dotted arrows.

An inserted vowel may be placed in any position beside a stroke, but it makes the best appearance when placed near the middle, and should be of just sufficient length to positively indicate its direction.

The illustrations below are shown in three positions for their first strokes: *above* the line, *on* the line and *through* the line. These positions are fully explained in Lesson Eight.

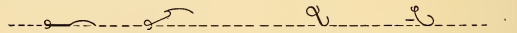


rap direction open reflection drank

No circle or loop may be substituted for a hook on consonants; but *s* may be placed within such hook. The large circle and the loops must not be so placed.

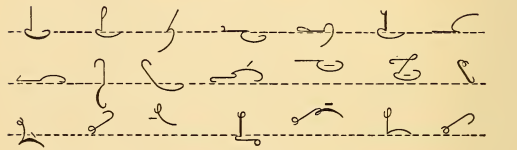
En-, un- or in-hook.

This is a *small initial back hook, always immediately preceding s,* and represents the syllable *en, un* or *in.*



enseal uncivil inspiration inception

Reading Exercise No. 4.



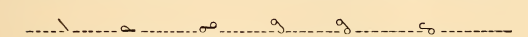
Writing Exercise No. 4.

Work warp urge wealth alps hulk elf ribbon widen oven erection selection ensign insane incense unsling incisions insertion instance insist inspection.

Lesson Five.

Half-Lengths.

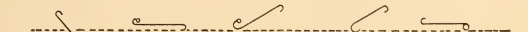
Making a stroke *half its normal length adds t* or *d* to it. If there is a hook on the stroke, the *t* or *d* added by halving is read *after* the hook. If there is a circle affixed to the stroke halved, the circle is read *after* the *t* or *d* added by the halving.



add steed streets strand strands lends

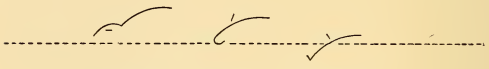
Double-Lengths.

Doubling the normal length of a stroke adds *tr*, *dr* or *thr*, with or without a vowel before the *r*. If there is a hook on the stroke, the syllable shown by the lengthening is read *after* such hook. If there is a circle added to such stroke, the circle is read *after* the added syllable.



laughter slender splinter printer lenders

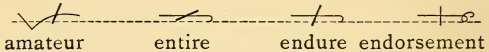
The stroke for *m* is also lengthened to add *pr* or *br*, with or without a vowel between. This lengthening is subject also to the rules in the preceding paragraph as to hooks and circles.



member lumber hamper

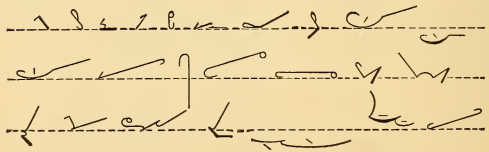
Vocalizing Double-Lengths.

If it is desirable at any time to show the vowel in the syllable represented by the lengthening, such vowel may be struck through the lengthened stroke.



amateur entire endure endorsement

Reading Exercise No. 5.



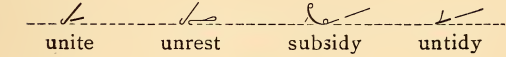
Writing Exercise No. 5.

Set head sweet hold sat whit sift staved hunt rented lands study stoned liken rook warn leaky herb elk blender hunter brother timber scamper cinders indicted saintly hotly brandy.

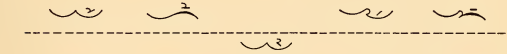
Lesson Six.

Broken Forms.

A form may be *broken.* In such case the two parts are written close together, the first stroke of the last part continuing in the direction of the last stroke of the first part of the form thus broken.



W may be omitted or joined as shown below in certain cases.



The Past Tense,

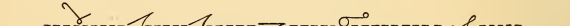
The *past tense,* when represented by the syllable *ed,* is shown by a half-length *light e,* joined when convenient, and disjoined when not easily joined. When the past

tense is represented by the addition of *t* or *d*, it is shown by halving the preceding stroke, or by substituting a loop for a circle.

aided edited laid prayed raised wedded

Omission of Sounds.

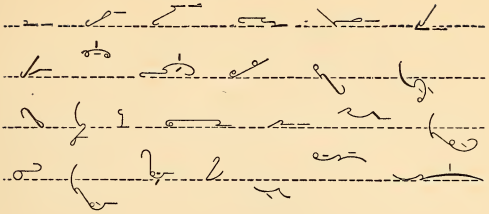
The shorthand representations of some sounds may be omitted where their use is difficult. In the following illustrations will be found enough examples to guide the student in this regard. He should not omit enough to endanger the legibility—it is better to break the form than to omit too much.



rancid inch injure enjoy suppress solicitation

supplant surrender illustration sanitary belong

Reading Exercise No. 6.



Writing Exercise No. 6.

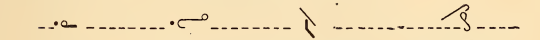
Wedded supplanted rested unwedded unscented evolution suppressions balances intended ended transact laced blasted lifted drifted hushed scooped quack quail.

Lesson Seven.

Syllable Expression.

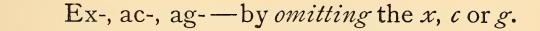
Many *initial* and *terminal* and some *internal* syllables are of such frequent occurrence it is advisable to have some brief way of representing them. Some of these are given below.

Con, com—by *an initial light dot* or by *omission* in the manner shown



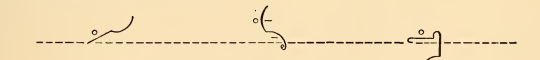
conceit compress accommodate inconstant

Ex-, ac-, ag-—by *omitting* the *x*, *c* or *g*.



exist exhaust exceed accept acceed agree

Self—by placing *s* before the first stroke in the remainder of the form for the word, as shown below.

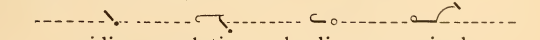


selfish self-defence self-reproach

In—by a *small inital back hook preceding s.*

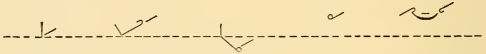
in his letter in his favor

-ing, -ings, -ingly—by a *final detached dot, s* or *heavy a-tick.*



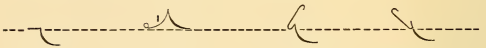
aiding relating pleadings seemingly

-ity—by a *half-length light i-tick*, detached in the manner shown. A hook or small consonant may be prefixed to this affix.



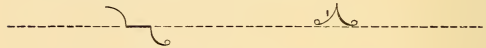
oddity activity audacity city integrity

-ble, -bly—by *b joined.*



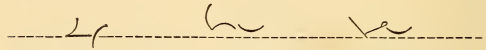
edible sociable–y lovable laughable

-bleness—by *b-s* joined.

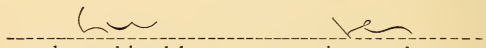


feebleness sociableness

-ology, -ological-ly, -graph-y, -graphical-ly, and similar terminations, by disjoining the sign for the first consonant of the termination adding *k* for the addition of *-ic* or *-ical-ly* and *r* for the addition of *-er.*

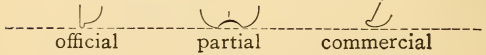


theology telegraphy aristographly



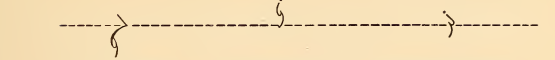
telegraphic-al-ly aristographer

-shal-l, -tial, -cial.—by *sh joined.*



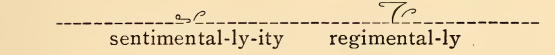
official partial commercial

-ment—by *half-length n joined* where *mnt* cannot be easily joined.



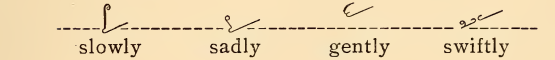
adjustment contentment commandment

-mental-ly, -mentality—by *mnt* disjoined



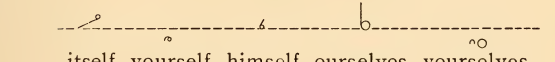
sentimental-ly-ity regimental-ly

-ly—by *ly*, joined or disjoined.



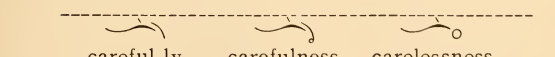
slowly sadly gently swiftly

-self, -selves—by *s* or *ss*, joined or disjoined. (See Lesson Nine).



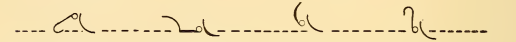
itself yourself himself ourselves yourselves

-ful-ly, -fulness, -lessness—by *f*, *fs*, *ss* detached in the manner shown.

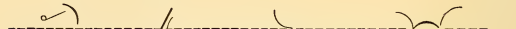


careful-ly carefulness carelessness

-ality, -ility, -arity, -erity—by detaching as shown the consonant immediately preceding. The vowel preceding the detached consonant may usually be omitted.

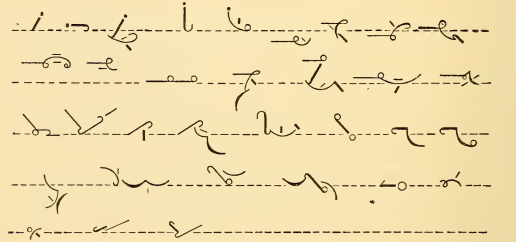


principality feasibility disparity prosperity



civility utility popularity formality

Reading Exercise No. 7.



Writing Exercise No. 7.

Command complain consent concern exaction exaggeration examination exasperation excellent exhibition accelerate accessible accomplice accusaiion accrue incompetent lending lovingly readings intensity reasonable actionable rotatableness zoology orthographic frugality blissful thoughtfulness insert self-esteem loudly.

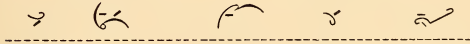
Lesson Eight.

Vowel Positions.

A vowel may be omitted. To show such omission the first stroke in the form for the word is written in the position assigned to that vowel. The absence of only one vowel in a word can be thus indicated, and that one is the strongest of those omitted.

E and I Position.

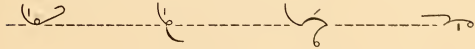
The *e* and *i* position is *above* the line of writing and is called the *first position.*



kind desire meaner find relative

O and U Position.

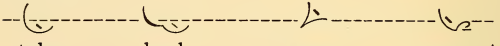
The *o* and *u* position is *on* the line of writing and is called the *second position.*



position possible purchase enclose

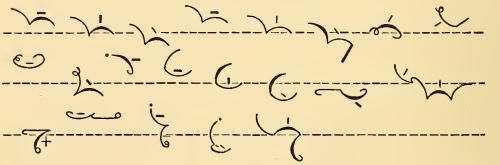
A Position.

The *a* position is *below* the line of writing for horizontal strokes, and *through* the line for all others. If placing the first stroke in the third position carries the form too far below the line, the first downward or upward stroke may be used for positioning. This is called the *third position.*



take back name payment

Reading Exercise No. 8.



Writing Exercise No. 8.

Fill fur pair fail pile pole pal unsupported competition check jug jar performing regained rejoiced tell confer contraction person burden.

Lesson Nine.

Vowel Word-signs.

at

advantage

advertise

after

astonish

satisfy-actory

of

to

about

all

too, two

any

when

whether

several

establish

recollect

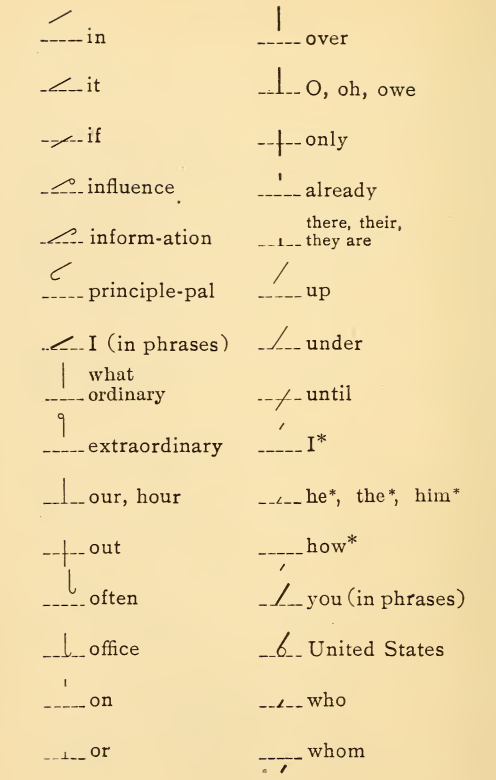
regard

an, and

even

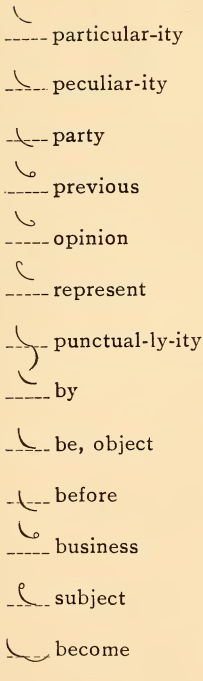
he (in phrases)

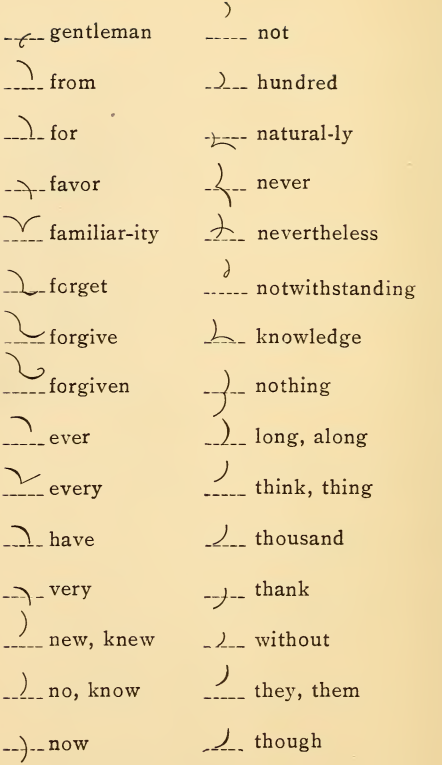
a



* The signs for these words may be written upward or downward.

Consonant Word-signs.




gentleman
not
from
hundred
for
natural-ly
favor
never
familiar-ity
nevertheless
forget
notwithstanding
forgive
knowledge
forgiven
nothing
ever
long, along
every
think, thing
have
thousand
very
thank
new, knew
without
no, know
they, them
now
though

that

 these

those, thus

this

 within

can, according

come

came

because

 acknowledge

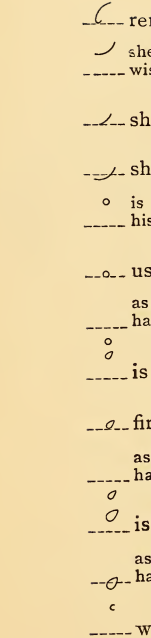
regular

give

given

go, ago

gave



Thr means *there, their* or *they are* wherever it is used.

Lesson Ten.

Contractions.

 above

 action

account

apprehend

 apprehension

apprehensive

arrange

auxiliary

 behind

certain

 certainty

 comprehend

 comprehension

 comprehensive

 consider

considerate

 consideration

 considerable-y

 consequent

 consequence

consequential

conversation

do, defendant

deliver

delivery

deliverance

democrat

describe

 description

England

English

Englishman

entertain

equal

 equality

especial

essential

exclude

exclusion

exclusive

experience

explain-ation

 explanatory

 forward

frequent

frequency

generation

immediate

important-ance

 impossible

improve

inconsiderate

 indescriminate

indispensable

individual-ity

 influential

inquire

instead

irregular

jurisdiction

jurisprudence

juxtaposition

messenger

necessary

 necessity

obtain

 observe

 observation

 oblige

 official

 opportunity

 passenger

 perfect

 perfection

 perhaps

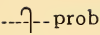
 practical

 practicable

 practice

 proper

 property


probable-y-ility

proportion

propose

proposition

propriety

proprietor

public

publication

purpose

quality

quantity

quite

question

republic

republican

require

responsible

responsibility

sometime

sometimes

somewhat

special

superintend-ent-ence

usual

witness

way

away

Outlines

accept

acceptation

accident

accidental

accurate

accuracy

active

across

agree

appeal

appear

appearance

appreciate

appreciation

association

associate

bank

banquet

belong

christian

christianity

common

desire

direct

direction

directness

disaster

disastrous

except

exception

explore

exploration

flow

follow

fortune

furnish

furniture

happy

hesitate

hesitation

hope

humility

humiliation

inaugurate

incident

industry

industrious

introduce

introduction

little

measure

pleasure

problem

production

protection

prosper

prosperous

prosperity

queer

 real

 realize

religion

religious

remain

remark

 secure

security

seldom

 significant

 signification

single

singular

 singularity

strongest

subsequent

sudden

sufficient

 superior

superlative

supply

suppress

 suppression

system

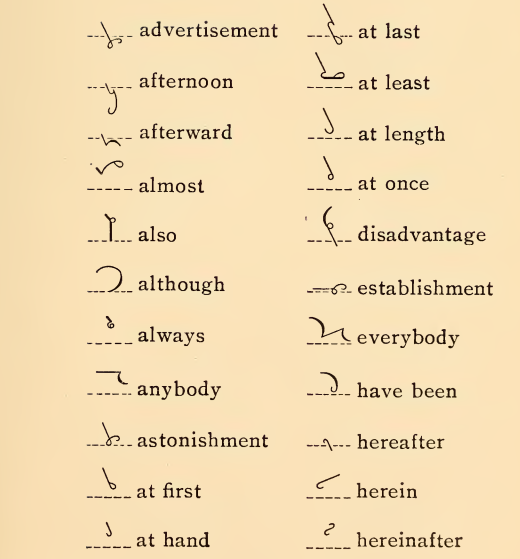
systematic

 territory

together

Lesson Eleven.

Derivatives.



hereinbefore

 hereof

hereon

hereto

heretofore

 hereunder

herewith

 into

larger

largest

objection

objective

officer

 official

on or before

 on or about

outer

outside

 outward

recollection

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therefore

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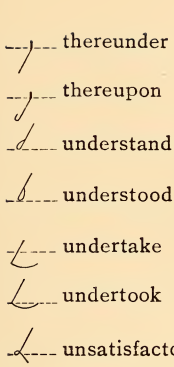
 thereof

 thereon


thereunder
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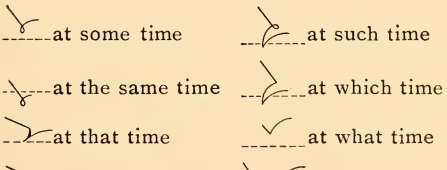
Phrases.


at some time
at the same time
at that time
at this time
at such time
at which time
at what time
at any time

and I

and t-he

and thr

and who

and whom

do you

do you think

do you have

do you see

Dear Sir

from year to year

from time to time

from what time

hand writing

in writing

typewriting

in consideration

in regard

in respect

in order

in order to

in reply to your

in receipt of your

in account

of course

out of

over and above

on account

Your Honor

we are

we remain

my dear sir

yours truly

yours very truly

yours respectfully

yours very respectfully

yours sincerely

yours very sincerely

respectfully yours

in the first place

for the first time

in the next place

in the second place

very respectfully yours

respectfully

sincerely yours

very sincerely yours

fraternally

fraternally yours

yours fraternally

we are in receipt

we have yours

party of the first part

party of the second part

the first

less than

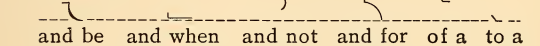
Lesson Twelve.

Joining of Ticks.

The word-sign for *he*, *the* or *him* may be *affixed*. It should *not be prefixed*.

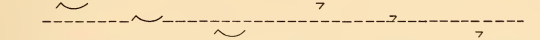
of the to the in the may the does the
of him by the past the

The *ticks* for *a*, *an* or *and* may be *prefixed*, but should *not be affixed* except to *of* and *to*. When joined, either a *horizontal* or *vertical* tick may be used, but the *horizontal* tick is to be preferred wherever possible.



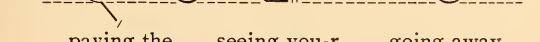
and be and when and not and for of a to a

The *ticks* for *I* and *how* are *never affixed*. They are *prefixed*, *I* in the *first* and *how* in the *third* position. The *tick* for *he* may be *prefixed* in the second position.



I can he can how can and I and he and how

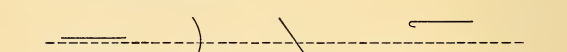
Ticks and *small consonants* may be substituted for *ing-dot* as shown.



paying the seeing you-r going away
going thr giving us-his

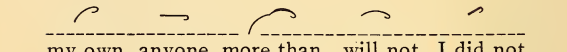
Special Phrasing.

There, their, they are, other, whether —by *lengthening*.



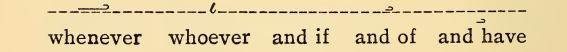
when thr no other another recollect whether

Own, one, than, not—by *n-hook*.



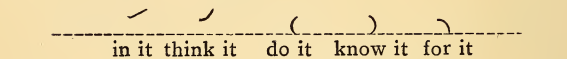
my own anyone more than will not I did not

Ever, if, of, have—by *f hook*:



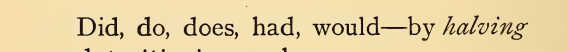
whenever whoever and if and of and have

It—by *halving*.



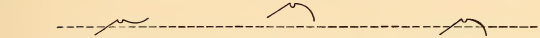
in it think it do it know it for it

Did, do, does, had, would—by *halving* and *positioning* as shown.



I did he did you did
I do he does you do
I had he had you had

You, your, may be *inverted* in phrasing.

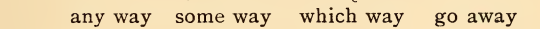


if you can in your favor if you have

Way, away—by *joining w.*

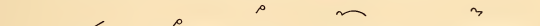
any way some way which way go away

As, has and *you* may be taken out of position when beginning a phrase.



as if as he as I you will you and I

"To the"—by omission and *placing following sign immediately below the line.* This is called the *fourth position.*

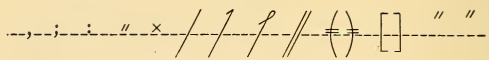


to the lake to the town to the city

"Of the"—by *omission* and *placing close together.* This is called the *fifth position.*

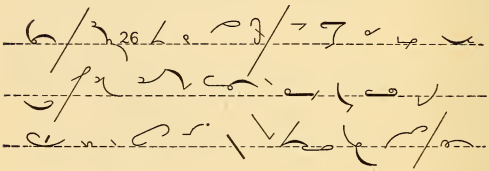
one of the men outside of the city

Punctuation.



, ; : - —. ! ? ¶ () [] “ ”

Reading Exercise No 9.



Writing Exercise No. 9.

Gentlemen—I have your letter of the 27th ult., and am very glad to hear from you. It will give me very much pleasure to bring about the meeting between you and Mr. Brown, as requested by you, at an early date. In his letters to us he has spoken of the pleasure he hoped to have in meeting you.

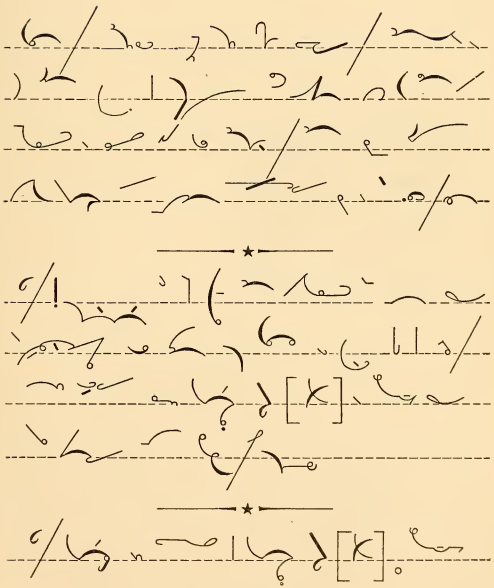
Very truly yours.

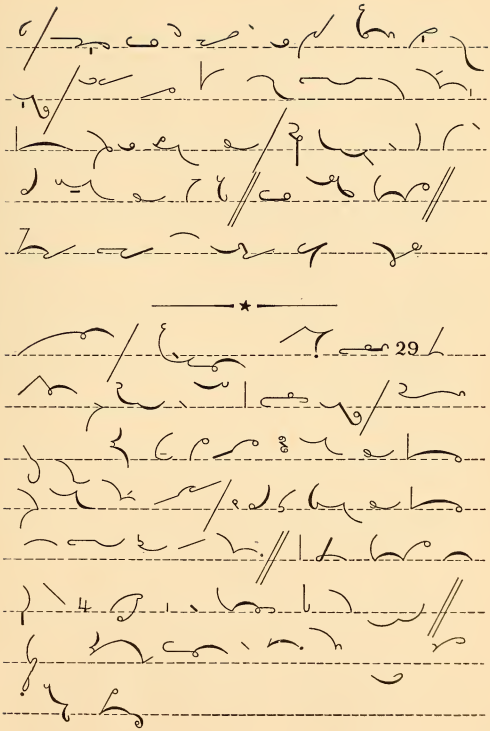
Part Two.

Practice Matter.

Practice Matter.

Letters.





Preface to Court Work.

In reporting testimony, the writer should remember that each stroke of the pencil requires time, and that time is valuable; hence, he should not make any superflous characters to represent things not spoken. For instance, the lawyer does not say "question" each time he interrogates the witness; neither does the witness say "answer" before each reply; and no one announces his name before speaking.

All these, however, must be clearly indicated in the notes, and they are so indicated in the following pages of notes.

The style of examination is shown by "X," which means "Cross Examination."

The name at the beginning of the first line of notes is that of the lawyer who is conducting the examination. Thus we have positively indicated:

Cross-Examination
By Mr. Ritter.

As the principal part of the talking will be done by him, he is alloted the full width of the page—that is, if a question exceeds the length of the line, it continues at the left hand margin of the page.

The witness takes up the next largest amount of space, and he is allowed all there is between the first vertical line and the right hand margin.

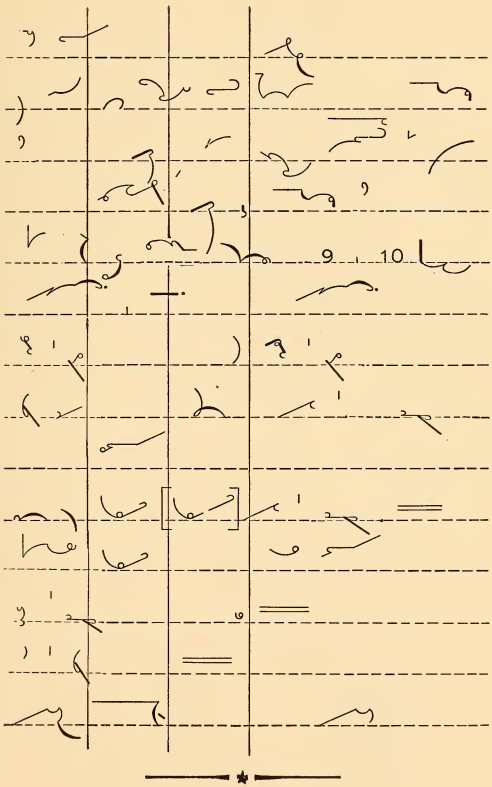
The answer may begin on the line on which the question ends, *provided*, an inch of blank line can be left.

When the witness answers after an objection, or says anything not in reply to a question, the notes should begin just to the right of the first vertical line—his line. (See answer after second objection, page 64.)

The second vertical line belongs to the objecting counsel. (See first objection.) His name should be written the first time he speaks, but not again, so long as he remains objecting counsel. The surname is sufficient.

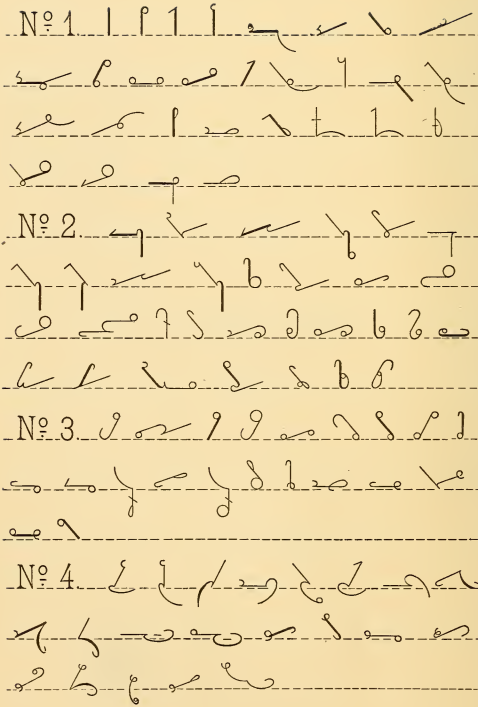
The presiding officer, whoever he may be, is given the space between the third vertical line and the right hand margin. (See remarks by the Court in several places.)

Parallel lines are shown in the notes in several places. They are "repeats." They repeat what they point at, changing the pronoun, if necessary. (See "Key to testimony" for translation of the "repeats," when they will be easily understood.)



Part Three.

Keys.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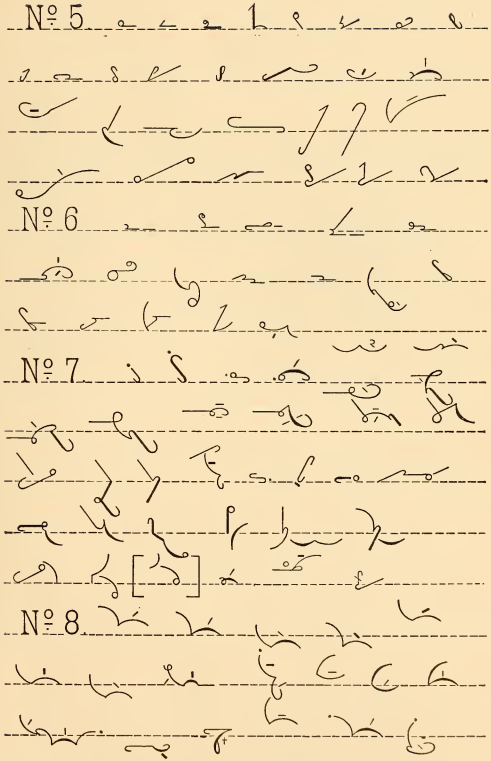
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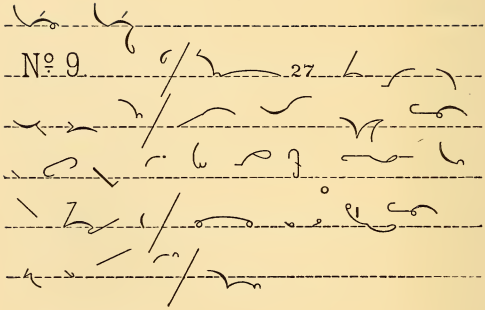
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27

Key to Reading Exercises.

No. 1. Aye say hay way sway whey ease easy hazy saws sews whiz high asp yea assay husk whistle waste stay uses whist howl hail east hoister assesses assist ahoy Asa Hester.

No. 2. Allow hoary Lucy oleo relay rule hurrah wallow sorrow races leases lowly sunny wing wavy blesses bruises brainy plow wrongs links ranks rations aster luster slave Henry blasts lusters arresters.

No. 3. Strong string strewn spruce sprang springy scenes loans leans enhance rinse sins plans bounced princes lenzes reason raisin eastern astern.

No. 4. Organ stark earth welkin stealth yolk elm Helen broaden blacken revulsion election resurrection enslave ensnare incision instep insolence insincere install unstring.

No. 5. Hate stand wheat hut soft hinted steady statute lucky ragged rocky hinder broader printers renders latitude altitude unweighed handy splendidly unaided character neglect lifter.

No. 6. Weeded listed riveted relented arrested unheeded united insolence revolution solicit saturation balance braced [praised] trusted wanted surrendered indebted indicated transaction suppression transacted prosecuted rushed capped sequel quarter.

No. 7. Commute commend communication commotion compose exact exaggerate examine exasperate excellence except excess exchange excommunicate executor exhibit accented acclivity incommode incompatible provokingly sayings readable readableness pathology phonography rascality graceful heedlessness insult self-made lightly lately.

No. 8. Fear fore fair feel fall value insertion insipid insurrection ensnare convene cheek joke jack regain perform rejoice reckless competence contract pardon.

No. 9. Dear Sir: We have your favor of the 26th ult. as to Mr. Brown. When did he reach the city and when does he go away again ? We hope we shall have the pleasure of seeing him before he leaves and shall look to you to bring a meeting about at the earliest possible moment.

Yours truly,

Keys to Business Letters.

Page 57.

Dear Sir: We have yours of the 2nd inst., and thank you for your prompt reply. We are glad to know that you are taking our view of the matter, as we were sure you would do, as we are in a position to insist upon the points we have made. We are satisfied that the matter may be arranged in a manner entirely satisfactory to all concerned. Yours truly,

Gentlemen: Owing to the failure of one of our debtors, we are in possession of a large stock of miscellaneous goods which we are very desirous to have taken off our hands. Will you kindly send your purchasing agent to inspect the stock at as early a time as possible?

Very respectfully yours,

Gentlemen: Pursuant to your request, our purchasing agent has inspected the———

Page 58.

stock of goods mentioned in your letter and reports that you were quite right in calling it a miscellaneous lot. He says it is composed of odds and ends of every description of out-of-date goods. We hardly think we can make any use of the stock, but you might submit an offer.

Respectfully yours,

Dear Sir: Agreeably to your esteemed order of the 2nd inst., we have the pleasure of enclos-

ing invoice of goods amounting to $175.25, subject to 5% discount for prompt cash.

We may mention that, from the opinion entertained of you by our Mr. Wetherly, we have no hesitation in opening an account and at once placing you on our best terms.

The parcels have been dispatched this day per Wells-Fargo Express, and we trust they will reach you safely and receive your approval.

We believe the goods will bear favorable comparison with those of any house in the trade and desire that you shall satisfy yourself as to value and quantities before remitting settlement.

We are, dear sir, yours respectfully,

Page 59.

Gentlemen: Enclosed please find a list of goods upon which we desire your most favorable quotations. Kindly inform us what time will be required for filling an order for such goods as you do not keep in stock. We would also be glad to know which of these you keep in stock and which you do not.

Please give us your best terms.

An early reply will greatly oblige,

Very sincerely yours,

My dear Sir: We take pleasure in acknowledging receipt of yours of the 29th ult.; in answer to which we beg to give you our present quotations. We would call your attention to the fact that we have checked such items as we always keep in stock, orders for which can be filled immediately. As to those which we do

not keep in stock, orders will require a week in filling.

Our usual terms are: note at four months, or 2% off for cash.

Trusting that we may have the pleasure of hearing from you again, we remain,

Your obedient servants,

Page 60.

Gentlemen: We are in receipt of yours of the 3rd. We regret that it is impossible to give you any satisfactory information relative to the parties with respect to whom you make inquiry. We should not advise giving them any large latitude in credits.

Regretting that our reply cannot be more favorable, we are, Yours truly,

Gentlemen: We take pleasure in acceding to your request for information in regard to the standing of Messrs. H. W. Sanderson & Co., this city.

We have had very many transactions with them, involving large sums of money, in all of which they have acquitted themselves in a most exemplary manner—meeting their obligations promptly and fully, many times long before they were due. In addition to this, they are very reasonable in all things, there always being unquestionable cause for complaint when one is made by them as to any shipment.

Thanking you for this opportunity of expressing our regard for the gentlemen, we are,

Very respectfully yours,

Key to Testimony.

Page 63.

Cross Examination
by Mr. Ritter

Q. How long did you say you had known the defendant? A. Two or three years.

Q. He was a friend of yours, was he not. A. Well, yes, I suppose you may say he was.

Q. Not what I say, but what you say. A. I suppose he was.

Q. Well, was he? A. As matters have turned out, I do not know whether he was or not.

Q. You are not certain about it? A. No; I am not certain about it.

Q. Just because he did not pay you the money when it was due, you think he was not a friend of yours? A. That is not it.

Q. What is it, then, that has changed things around so? A. What he has said about me to others.

Q. What has he said about you to others?

Mr. Peck: I object to that as entirely immaterial, as the case now stands, your Honor.

The Court: I believe I will sustain that objection.

Mr. Ritter: And I will take an exception.

The Court: Enter an exception for the counsel for the defendant,——

Mr. Reporter. Proceed with the examination.

Mr. Ritter: Q. Who was present at this conversation that you have given us?

Mr. Peck: I object to that. It is immaterial;

The Court: I will hear the testimony.

Mr. Peck: I will take an exception.

The Witness: A. I do not know whether there was anybody else there or not.

Mr. Ritter: Q. Can't you recollect whether there was or not? A. No, sir; I can't recollect whether there was or not.

Q; If there had been anybody else there do you think you would have remembered it? A. I do not know whether I would or not; I might and I might not.

Q. You might and you might not? A. I might and I might not.

Q. You might and you might not? A. I might and I might not.

Q. Have you a pretty fair memory, Mr. Witness? A. I think I have a pretty fair memory; nothing extraordinary, however.

Q. Then there may have been somebody else there? A. There may have been.

Q. And you not recollect it? A. It is possible.

Q. Now, I wish you would refresh your recollection and tell me whether there was anybody else there or not. A. I do not know how

I am to refresh my recollection on the matter. I simply say, I do not know whether there was anybody else there or not.

Q. What time of day was this celebrated conversation? A. Nine or ten o'clock.

Q. In the morning or evening? A. In the morning.

Q. You say it was on Sunday? A. No; I did not say it was on Sunday.

Q. Tuesday, was it? A. No, sir. It was on Wednesday, as I recollect it.

Q. You are very positive it was on Wednesday. A. I am very positive it was on Wednesday.

Q. What makes you positive? A. Because I recollected it.

Q. You know it was on Wednesday? A. Yes, sir; I know it was on Wedneseay.

Q. Not on Tuesday? A. Not on Tuesday.

Q. It could not be any other day? A. It could not.

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